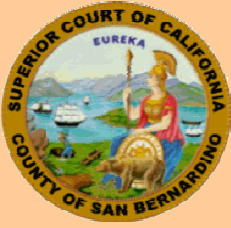


**Superior Court of California
County of San Bernardino
Employment Opportunity**



Courtroom Clerk I

\$3,182.40 - \$4,064.67 approximate monthly

Application deadline: 4:30 pm., Monday, October 26, 2009

Announcement # 09-020

The list resulting from this recruitment will be used to fill current vacancies in all Districts and future vacancies as they occur throughout the Court. The Courtroom Clerk I classification performs clerical work as the clerk in attendance in a courtroom and in the processing of a variety of legal documents. Incumbents will gain knowledge of our court system through classroom and on-the-job training in various assignments. Incumbents that meet performance standards as a Courtroom Clerk I will progress to the journey level position of Courtroom Clerk II in 12 months.

Typical duties of Courtroom Clerk I include, but are not limited to:

- Prepare, examine and maintain a variety of court-related calendars; review files to post information on court calendar and for necessary documents; maintain records for statistics/backlog.
- Attend trials, courtroom hearings and conferences; document court actions and procedures by handwritten minute order or a computer "point of event" data entry system; prepare brief summaries including but not limited to court attendance, court findings, court orders and continuances.
- Maintain records of jury selection process and attendance; administer oath to jury, witnesses, interpreters and bailiffs; read verdicts and poll jury; calculate and collect jury fees and court reporter fees.
- Coordinate courtroom activity and needs with document processing unit, jury services and other court units as well as legal counsel, law enforcement representatives and others involved with court operations and execution of orders; manage the courtroom making sure that it is run efficiently and effectively; assure the correctness of the court orders and procedures.
- Advise attorneys, the general public, local and state agencies regarding status of cases and explain legal processing procedures; research and review new legislation and changes in case law; act as liaison between attorneys, other court related agencies and the judicial officer.
- Take custody of, mark, and keep written records of all physical exhibits presented to the court as evidence.
- Assist in document processing units when services are not required in the courtroom.

Requirements: Three years of increasingly responsible clerical experience in a court or legal office preparing or processing legal documents for court filing and processing or any combination of training and/or experience that could likely provide the desired knowledge and abilities. One year of business training in an approved school or training program can substitute for a maximum of six months of experience.

How to Apply: Applicants must complete and submit a Superior Court application. Applicants substituting education for experience **MUST** include a copy of degree or official college transcripts for consideration. Application materials can be obtained on the internet at www.sb-court.org, via e-mail at personnel@courts.sbcounty.gov or in person at the Court Personnel Office. **FAXED APPLICATIONS WILL NOT BE ACCEPTED**

Examination: The examination will consist of a written examination. The written test may cover the following areas: Spelling, Legal Procedures and Terminology, Reading Comprehension, Public Relations and Interpersonal Skills.

Benefits: Paid holidays, vacation time, sick leave, retirement plan, deferred compensation plan, employee health insurance (medical and dental), life insurance, merit salary increases, reimbursement of professional development and credit union.

Employment is contingent upon passing a pre-employment drug screening and fingerprinting for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI).

The provisions of this bulletin do not constitute a contract expressed or implied and any provisions contained in this bulletin may be modified or revoked without notice.

10/08/09 ch

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